Steps for OSL Receipts

The OSL receipts may be entered from **22-Mar-2020 with the receipt date** as **22-Mar-2020 (Sunday)** in all the cases of OSL, for clear identification of the OSL receipts.

Please follow the following steps for preparing OSL Receipt.

1. The **receipt date** has to be changed to **as 22-Mar-2020** as shown below in the screen shot.





2. The OSL (2019-2020) to be entered in Handling Contractor Bill Number & Date Column provided in DFF. The screenshot has been attached below.

3. Please send the OSL receipt for Valuation:

Steps for Accounts User:-

Please enter **Supplier Invoice Number** as OSL|SRV Number e.g. for SRV number 2020062001575 enter OSL2020062001575 as invoice number.

Please enter Supplier Invoice Date as 22-Mar-2020.

Users must delete all GST taxes from the receipt which have defaulted from Purchase Order.

Please do not delete other taxes.

Confirm Taxes.

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| | ment Number 2020 | 500.00 Supplier Invoice Number | | | | | | per O | OSI 202006180157 | | | | | Confirm Taxes | | | | | |
| | urrency Code INR | | | Tax Amount | 90.0 | Supplier Invoice Date | | | | ite 18 | 18-MAR-2018 | | | | | | | | |
| GST Document Number | | | | Total Amount | 590.0 | Original Tax Invoice Number | | | | ber | | | | | | | | | |
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| | lusive Tax Total | | 0 Self Assess | | ax Total | | 0 | | | | al | | | 90 | | | | 1 | 90 |

4. Please make sure to **modify the transaction date as 22-Mar-2020** under detail tab **at the time of Accepting and delivery the receipt.** The screenshot is attached.

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5. Hand-over the **OSL receipts to the accounts.**

Copy of receipt is as below to show with the place where OSL (2019-2020) would print.

| INDIAN FARMERS FERTILISER CO-OPERATIVE LIMITED | | | | | | | | | | | | | | | | | |
|--|-------------|--------------------------------|-------------------|----------------------|---|--------------|-----------------------------------|------------------|-------------------------|------------------------|------------|-----------------|-------------|--|--|--|--|
| Supply/Service Receipt Voucher, PHULPUR-I UNIT | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| Receip | ot No: 2 | 020061111727 R | eceipt Creation E | 0ate: 18-MAR-2018 1 | | | | | | | | | | | | | |
| PO/BPA | No. | 9825365 | Release No. | Form 38 | No. | | Challan No | | | | | | | | | | |
| PO/BPA Date 2 | | 28-FEB-11 Rel Date | | Transpo | Cost Centr | e | Dimension 6560 - CIVIL - PLANT | | | | | | | | | | |
| Party RAKE Party Site ALLAH | | ALLAHABAD | ARI | No. of Pa Receipt | ACK | | From Loca | eight | LR/RR No. LR/RR Date | | | | | | | | |
| Hand C. | | | | Weight (| Weight (in Kg) | | | | | | | | | | | | |
| Work Or | der | - | | Insurance | Insp. Loc. I o Location Mtrl. Recd. Date Insurance By Not Applicable Insp. Date Rcpt. Mode | | | | | | | | | | | | |
| No | | | | | | | | | | | | | | | | | |
| панаро | Tter Dill I | o/Date/Amount | | OSL (2017-2018) | SL (2017-2018) | | | | | | | | | | | | |
| SRV | PO | | | | | | | | | | | | | | | | |
| SNo. | SNo. | SRV Type | SRV Type MPR No. | | Item Code Item Descrip | | | ion INV UOM Card | | | | y | Challan Qty | | | | |
| 1 | 1 | Expense Non-Capital Receipt | | 6 | balance Amount Payable For ERP Work Order | | | | | 100.000 | | | | | | | |
| Transaction Type Transaction Date | | | | Quantity | Quantity UOM Te | | | | | t Certificate Location | | | | | | | |
| RECE | EIVE | | 18-MAR-2018 1 | 100.000 | | INF | 8 | | | | | | | | | | |
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| CRR Rer | nark | | | | | | | | | | | | | | | | |
| Inspection Remark Rejection No. | | | | | | | | | | | | | | | | | |
| Discrepancy Remark Claim No. Date | | | | | | | | | | | | | | | | | |
| Inspection defails entered by: Personal No. Name Designation Signature Date | | | | | | | | | | | | | | | | | |
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